

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: April 5, 2017

CONTRACT #: 8002151

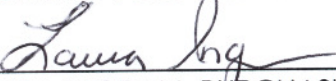
NIGP CODE: 910-0000

CONTRACT FOR: Janitorial Services

CONTRACTOR: Jay McKenna Cleaning

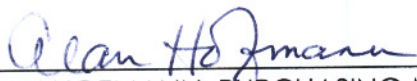
VENDOR CODE #: 167567

SUBMITTED FOR ACCEPTANCE BY:


LAURA INGRAM, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY


DATE 4/5/17

RECOMMENDED FOR ACCEPTANCE BY:


ALAN HOFMANN, PURCHASING MANAGER
BUREAU OF PURCHASE AND PROPERTY

DATE 4/5/17

RECOMMENDED FOR ACCEPTANCE BY:


PAUL RHODES, ADMINISTRATOR III
BUREAU OF PURCHASE AND PROPERTY

DATE 4/6/17

APPROVED FOR ACCEPTANCE BY:


GARY LUNETTA, ADMINISTRATOR IV
BUREAU OF PURCHASE AND PROPERTY

DATE 4/10/17

ENDORSED FOR ACCEPTANCE BY:


LISA M. POLLARD, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 4-12-17

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW
HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.


VICKI QUIRAM, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 4/17/17


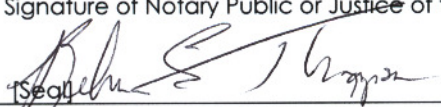

Subject: **Janitorial Services**

Notice: This agreement and all of its attachments shall become public upon approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name State of New Hampshire Administrative Services		1.2 State Agency Address State House Annex, Room 102 25 Capitol Street Concord, NH 03301	
1.3 Contractor Name Jay McKenna Cleaning		1.4 Contractor Address 10 Surrey Lane Merrimack, NH 03054	
1.5 Contractor Phone Number 603-345-5187	1.6 Account Number	1.7 Completion Date 04/30/2020	1.8 Price Limitation \$200,000
1.9 Contracting Officer for State Agency Laura Ingram, Purchasing Agent		1.10 State Agency Telephone Number 603-271-2009	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory JOSEPH MCKENNA	
1.13 Acknowledgement: State of _____, County of _____ On <u>March 30, 2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Rebecca E. Thompson			
1.14 State Agency Signature  Date: <u>4/17/17</u>		Name and Title of State Agency Signatory Vicki V. Quiram, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

PURPOSE

Jay McKenna Cleaning, (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Administrative Services, with Janitorial Services in accordance with the bid submission in response to State Bid #1961-17 and described herein.

TERM

This contract shall commence on the date approved by the Commissioner of Administrative Services, and terminates on April 30, 2020.

The State of New Hampshire has the right to terminate the contract at any time by giving the Contractor thirty (30) days advance written notice.

DAMAGE

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment or other property during the performance of the service shall be repaired at its expense.

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

The Contractor certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

CONFIDENTIALITY & CRIMINAL RECORD

If requested by the using agency, the Contractor and their employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.

INSURANCE

Certificate of insurance amounts must be met and maintained throughout the term of the contract and any extensions as per the P-37, section 14 (as modified in Exhibit C) and cannot be cancelled or modified until the State receives a 10 day prior written notice.

Maintenance Schedule and Specifications

CONCORD CIRCUIT COURTHOUSE

32 Clinton Street, Concord, NH 03301

Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977

Nightly Maintenance / 5 Days: Monday through Friday (4 pm – 9 pm)

Nightly Maintenance	
Clean Mats	All entrances
Floors, damp mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Kitchen Cleaning	All sinks, counters, tables, chairs; polish fixtures, restock paper towels and hand soap dispensers; spot clean interior of waste cans
Receptacle (trash) Emptying	All floors, clean and replace liner
Spot Clean Floors	All floors
Spot Clean Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All, high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped
Elevator(s)	All, vacuumed and stainless steel wiped down
As Required by State	
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) NO STAFF DESKS
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds

All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers
Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish

I. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Concord Circuit Court, which consists of:

Square Footage: approximately 26,000

Stairwells: 2 (emergency exit stairwell excluded)

Employees: 40 +/-

Flooring: 75% carpet; 25% tile/linoleum

Bathrooms: 8 total; 4 public restrooms, 4 staff restrooms

Cell Block toilets: 5

On average, 500 people from the general public enter/use the building on a daily basis.

II. Additional Requirements:

The provisions below are additional requirements to be performed by the Contractor:

- A Criminal Records Release Authorization Form (State of NH, Department of Safety, Division of State Police) shall be required for each employee prior to working in the building. Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.
- Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.
- Contractor shall ensure all lights are turned off nightly upon completion
- Contractor shall collect and remove trash; place in outside dumpster nightly
- State shall collect recycling (blue tubs) and bag separately for disposal
- State shall supply all consumables (trash can liners and paper products (paper towels, toilet paper, etc.))

III. Nightly Maintenance for Holding Cell Area:

The courthouse includes a cellblock area which provides for conference areas, holding cells (5) and a control room for security staff. There are toilets in each cell. Cellblock area must be kept sanitized using cleaning products and techniques to ensure a healthy environment free of unwanted substances, pollutants, bacteria and odors. The following describes the nightly maintenance requirements:

- Dry mop floors and wash with a disinfectant
- Clean and disinfect holding cells

- Wipe down all benches with a disinfectant
- Clean, scrub, disinfect toilet bowls
- Spot clean walls, doors, light switches
- Wipe down counter surfaces in conference areas
- Clean glass in control room
- Remove trash

The above provisions are not intended to replace the requirements provided in the Maintenance Frequency Schedule; those provisions shall remain in full force and effect. The above provisions are being provided to ensure the area is cleaned adequately.

IV. Exclusions:

The following areas and/or equipment are not included as part of the bid. Such areas shall be the responsibility of the State:

First Floor, Bid EXCLUDES:

- Room 125 and the maintenance break room
- Elevator control room
- Room 111, 112, 136
- Office/Room 108
- e-court work stations (located on the 1st floor public lobby)

Second Floor, Bid EXCLUDES:

- Room 211, 229, 240, 241

Other BID EXCLUSIONS:

- emergency exit stairwell
- dumb waiter
- sally port (Room 128)
- court security equipment, mag and x-ray machine (located on the 1st floor)
- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms (112, 123, 136)
- exterior cigarette receptacles

Recommendation Statement:

Historically, the State employed a part-time cleaner to care for the building providing approximately 25 hours per week. Based on this information, the State recommends the awarded Contractor be prepared to staff accordingly. Further, the expectation is that the staff shall be trained in appropriate custodial best practices and supervised by a competent management team member. The State shall conduct quality control inspections on a weekly basis, identifying deficiencies and requiring immediate corrective actions. Inadequate or insufficient cleaning of the courthouse will be grounds for default in accordance with Section 8 of the P-37 Agreement.

Maintenance Schedule and Specifications
LACONIA CIRCUIT COURTHOUSE
 26 Academy Street, Laconia, NH 03246
 Tammy Nelson: Tammy.Nelson@nh.gov P: 603-271-7977
 Nightly Maintenance / 5 Days: Monday through Friday (4 pm – 8 pm)

Nightly Maintenance	
Clean Mats	All entrances
Floors, damp mopping (with cleaner/disinfecting solution)	All floors in winter or during inclement weather; not to exceed every other day in good weather
Glass / Mirror Cleaning	All mirrors, glass partitions / doors and entrance / view window doors
Lavatory Cleaning	All, clean and sanitize toilet bowls and urinals, sanitize washbasin and polish fixtures, restock toilet paper, paper towels and hand soap dispensers
Kitchen Cleaning	All sinks, counters, tables, chairs; polish fixtures, restock paper towels and hand soap dispensers; spot clean interior of waste cans
Receptacle (trash) Emptying	All floors, clean and replace liner
Spot Clean Floors	All floors
Spot Clean Lavatory	All partitions, counters, sinks, tiled walls and interior of waste cans / sanitary disposal containers
Spot Clean Walls, Wall Panels & Partitions, Doors, Light Switches	All floors
Vacuum Carpets	All, high traffic areas (foyers, clerks' office, courtrooms, hallways); all other floors (conference rooms, private offices) daily as needed (a minimum of twice per week)
Sweeping	All floors
Stairwell(s)	All, shall be cleaned, vacuumed and/or swept, wet mopped
Elevator(s)	All, vacuumed and stainless steel wiped down
As Required by State	
Machine Scrubbing/Floor Recoating	All floors, including lavatories
Every Other Night Maintenance	
Low Dust	All ledges (includes fireplace mantels, furniture, pictures and window sills) NO STAFF DESKS
Weekly Maintenance	
High Dust	All Floors
Vacuum Upholstered Chairs	All Floors
Detail Clean	All Floors, edges, corners and thresholds
All Restrooms	Scrub, clean, disinfect grout, all partitions, counters, tile, urinals, toilets, walls/floors, waste can liners, sanitary disposal containers

[Handwritten Signature]
 7/30/17

Quarterly Maintenance	
Clean Ceiling Diffusers	All Floors
Metal Polishing	All light fixtures, interior & exterior door hardware, interior handrails, kick plates & drinking fountains (brass, stainless & aluminum)
Courtroom Pews	Wipe down, clean to remove grease residues, oils and grimes; polish

II. Building Specifications:

The Contractor shall be responsible for the provision of janitorial services for the Laconia Circuit Court, which consists of:

Square Footage: approximately 22,800

Stairwells: 3 1/4

Employees: 20 +/-

Flooring: 60% carpet; 40% tile/linoleum

Bathrooms: 10 total; 5 public restrooms, 5 staff restrooms

Cell Block toilets: 4

On average, 150 people from the general public enter/use the building on a daily basis.

II. Additional Requirements:

The provisions below are additional requirements to be performed by the Contractor:

- A Criminal Records Release Authorization Form (State of NH, Department of Safety, Division of State Police) shall be required for each employee prior to working in the building. Record Release Forms shall be provided to and kept on file with the Bureau of Court Facilities.
- Contractor shall activate/deactivate the building's alarm system. The alarm shall be activated nightly upon completion.
- Contractor shall ensure all lights are turned off nightly upon completion
- Contractor shall collect and remove trash; place in sally port garbage totes; garbage totes shall be brought outside 1x per week for curb side pick-up
- State shall collect recycling (blue tubs) and bag separately for disposal
- State shall supply all consumables (trash can liners and paper products (paper towels, toilet paper, etc.))
- State shall supply floor cleaner (neutral floor cleaner will be supplied)

III. Nightly Maintenance for Holding Cell Area:

The courthouse includes a cellblock area which provides for conference areas (2), holding cells (4) and a control room for security staff. There are toilets in each cell. Cellblock area must be kept sanitized using cleaning products and techniques to ensure a healthy environment free of unwanted substances, pollutants, bacteria and odors. The following describes the nightly maintenance requirements:

- Dry mop floors and wash with a disinfectant
- Clean and disinfect holding cells
 - Wipe down all benches with a disinfectant

[Signature]
3/24/17

- Clean, scrub, disinfect toilet bowls
- Spot clean walls, doors, light switches
- Wipe down counter surfaces in conference areas and cell block control room
- Remove trash

The above provisions are not intended to replace the requirements provided in the Maintenance Frequency Schedule; those provisions shall remain in full force and effect. The above provisions are being provided to ensure the area is cleaned adequately.

IV. Exceptions to the Nightly Maintenance Frequency Schedule:

The areas below are infrequently utilized and therefore may not require the nightly maintenance as outlined in the schedule.

The Contractor shall monitor the areas on a nightly basis and maintain/clean as necessary with a "minimum" frequency maintenance schedule as stated below.

Third Floor

- Courtroom 4, primarily used 1 x per week (Mon)
- Courtroom 3, primarily used 4x per week (Mon, Wed, Thurs, Fri)

Wood panels/molding/staircase – all floors

- Dusting only at least 1x per week; no chemicals to be applied to any wood grain without the consent of the State

V. Exclusions:

The following areas and/or equipment are not included as part of the bid. Such areas shall be the responsibility of the State:

- Bid EXCLUDES e-court work stations (located on the 1st floor)
- Bid EXCLUDES syringe containers
- Bid EXCLUDES dumb waiter
- Bid EXCLUDES sally port
- Bid EXCLUDES court security equipment, mag and x-ray machine (located on the 1st floor)
- Bid EXCLUDES basement office, Room GO2
- Bid EXCLUDES file room (located on basement level)
- Contractor not responsible for cleaning storage and/or mechanical/electrical equipment rooms (GO4, GO8, G10, G19, 219, 301, 314, 317)

Recommendation Statement:

Historically, the State employed a part-time cleaner to care for the building providing approximately 20 hours per week. Based on this information, the State recommends the awarded Contractor be prepared to staff accordingly. Further, the expectation is that the staff shall be trained in appropriate custodial best practices and supervised by a competent management team member. The State shall conduct quality control inspections on a weekly basis, identifying deficiencies and requiring immediate corrective actions. Inadequate or insufficient cleaning of the courthouse will be grounds for default in accordance with Section 8 of the P-37 Agreement.

Jm
3/26/17

EXHIBIT B

CONTRACT PRICE

The Contractor hereby agrees to provide Janitorial services in complete compliance with the terms and conditions specified in Exhibit A for an amount up to and not to exceed price of \$200,000; this figure shall not be considered a guaranteed or minimum figure, however it shall be considered a maximum figure from the effective date of through the expiration date set as April 30, 2020.

DAILY RATE \$

Concord Circuit Court

FY17 \$ 72.00

FY18 \$ 72.00

FY19 \$ 72.00

FY20 \$ 72.00

Laconia Circuit Court

\$ 72.00

\$ 72.00

\$ 72.00

\$ 72.00

CARPET CLEANING AND FLOOR REFINISHING

CARPET CLEANING AND FLOOR REFINISHING, SHALL BE PROVIDED UPON REQUEST OF THE FACILITY CONTACT PERSON. ALL WORK MUST BE PREAPPROVED BY THE FACILITY CONTACT, OR THEIR DESIGNEE, IN WRITING.

Concord Circuit Court

Floor Refinishing/Recoating - Per occurrence

FY17/18/19/20 \$ 1,700

Laconia Circuit Court

\$ 1,900

Emergency Cleaning Rate/HR

All FY \$ 15.00

INVOICE

Itemized invoices shall be submitted after the completion of job/services and shall include: a brief description of the work done along with the location of work, to the individual agency.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the state satisfaction.

The invoice shall be sent to the address of the using agency under agreement.


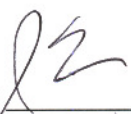

3/24/17

EXHIBIT C

SPECIAL PROVISIONS

No special Provisions


3/24/1

CERTIFICATE OF VOTE

I, JOSEPH MCKENNA, the Corporate Secretary of JAY MCKENNA, CLEANING
do hereby certify that JOSEPH MCKENNA, holds the position of
(Typed Name of Officer/Agent Signing Amendment)

OWNER/PRESIDENT of JAY MCKENNA CLEANING in this corporation. I further certify that
the following resolutions were duly adopted at a meeting of the Board of Directors of this Corporation
duly held on the 30 day of MARCH, 20 17.

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting
through its Adjutant General's Department, for the provision of

RESOLVED: That the _____ (Position of the Signing Officer) is
authorized on behalf of this Corporation to enter into the said contract with the State and
to execute any and all documents, agreements, and other instruments and any
amendments, revisions, or modifications thereto, as he/she may deem necessary,
desirable, or appropriate.

I further certify that the foregoing resolutions have not been amended or revoked and remain in full force
and effect as of 30 MARCH, 20 17, and that JOSEPH MCKENNA
and JAY MCKENNA CLEANING are duly elected President and Secretary of this Corporation.

ATTEST:

Corporate Secretary

State of New Hampshire
County of Hillsborough

The foregoing instrument was acknowledged before me this 30th day of March, 20 17.



NAME: Rebecca E. Thompson

TITLE: Notary Public/ Justice of the Peace
Commission Expires: 3/31/21



JAYMCKE-02

MSNELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Davis & Towle Morrill & Everett, Inc.
115 Airport Road
Concord, NH 03301

CONTACT NAME: Julie A. Poliquin, CIC

PHONE (A/C, No, Ext): (603) 715-9752

FAX (A/C, No): (603) 225-7628

E-MAIL ADDRESS: jpoliquin@davistowle.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: MMG Insurance Company

15997

INSURED

Jay McKenna Cleaning Service LLC
10 Surrey Lane
Merrimack, NH 03054

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			SC12120971	09/16/2016	09/16/2017	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Liability limits apply at inception of policy.

Joseph McKenna excluded member under Workers Compensation.

CERTIFICATE HOLDER

State of NH
Bureau of Purchase and Property
25 Capitol St-Room 102
Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

New Hampshire Department of Labor

Employers' Workers' Compensation Insurance Coverage Verification

Select Coverage Date Default = Today's DateEmployer Name ☒ Contains ☐ Starts With

OR

Federal Employer Identification Number

Worker's Compensation Insurance Coverage Provider: WESCO INSURANCE COMPANY (AMTRUST GROUP)

Policy Number: WWC3227664

Coverage Date: 04/05/17

[Return to Policy Results](#)

Employer Name	Street Address	City	State	Zip
<input type="text"/>		<input type="text"/>		<input type="text"/>
JAY MCKENNA CLEANING SERVICE LLC	10 SURREY LN	MERRIMACK	NH	03054-2932
JAY MCKENNA CLEANING SERVICE LLC	10 SURREY LN	MERRIMACK	NH	03054-2932